


# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Housekeeper</u> CLASSIFICATION CODE: <u>02163400</u></p> <p>SALARY RANGE: <u>\$27,912 - \$29,855</u> REFERENCE POSITION NO.: <u>405</u></p> <p>Department or Agency Name: <u>State Colleges</u> APPLICATION PERIOD: <u>08/11/06 - 08/17/06</u></p> <p>Division/Section/Unit: <u>CCRI - Physical Plant</u></p> <p>Assignment(s) / Comments: <u>Hours and campus may vary depending on the needs of the department.</u></p> <p>Shift and Days: <u>7:00am - 3:30pm, Mon. - Fri.</u> Job Location: <u>Primarily Warwick</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>ESPA</u></p> <p>There is * <u>  </u> is not <u>  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b></p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Name of department where you are currently employed</li> <li>• Title of your present position and date you entered it</li> <li>• Your business telephone number</li> <li>• Date you entered State service</li> <li>• Present Union Affiliations</li> </ul> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b></p> <p>• <b>Reasonable Accommodations:</b></p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</p> <p>• <b>Medical Information:</b></p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>See job description.</p>
Minimum Education & Experience	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request).</p> <p><b>Education:</b> Such as may have been gained through: See job description.</p> <p>Or</p> <p><b>Experience:</b> Such as may have been gained through: See job description.</p> <p><b>Special Requirement:</b> See job description.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.</p> <p><b>SEND RESUME or CS-14 Application to:</b></p> <p>Office of Human Resources Community College of RI 400 East Avenue Warwick, RI 02886-1807</p> <p><b>Telephone #:</b> <u>401-825-2311</u> <b>Fax #:</b> <u>401-825-2345</u> <b>TTY/TDD #:</b> <u>401-825-2313</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE:****HOUSEKEEPER****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To do cleaning, custodial and simple maintenance work at a university or college; to follow daily custodial standards and instructions; and to do related work as required.

SUPERVISION RECEIVED: Duties are assigned individually, usually in detail; work is supervised while in process and reviewed upon completion for overall efficiency and effectiveness.

SUPERVISION EXERCISED: Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To clean (sweep, strip, dust, scrub, mop, wash or vacuum), polish or wax floors, carpets, walls, windows, woodwork, furniture and equipment in all university or college buildings, including offices, dining rooms, kitchens, bathrooms, rest rooms, showers, residence halls, athletic facilities, guest rooms, public spaces, conference rooms, laboratories and classrooms, corridors, entrances, exterior walkways, and building fixtures.

To clean plumbing fixtures.

To collect and dispose of trash, recyclables and other wastes.

On occasion, to move, or assist in moving, office furniture and equipment.

As directed, to spray and fumigate for insects, such as bees, ants, etc.

To provide washrooms with soap, paper products and other necessary supplies.

To observe and report unusual situations on property and grounds.

To clean sidewalks and perform manual labor in connection with lawn and garden maintenance; to remove snow.

To operate buffers, wet/dry vacuums and floor scrubbing machines, carpet extractors and pressure washers (with proper orientation).

To wash and hang drapes, venetian and vertical blinds; to wash, dry and fold towels.

To collect, separate and dispose of recyclable materials.

To participate in setting up equipment in all university or college facilities; to set up conference rooms in the configuration requested by groups.

To report on safety issues and the need for maintenance repairs.

To change incandescent and florescent lights.

To wash interior and exterior windows.

Under direction, may be assigned to access computerized inventory systems; to stock supply closets based on need.

To clean and wash all industrial rubber matting.

To receive and stock supplies in appropriate areas.

To clean and maintain tools and equipment after use.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the equipment, materials and methods used in cleaning and custodial work; the ability to understand and carry out simple directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: functioning in a capacity requiring the performance of basic cleaning and custodial tasks.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.